Process	*Labor Expense Detail Reports*
Process Number	*LD – 014*

Description of Process

Batch production of LDS7012X series of report (SAR 578), which provide detailed breakdown of labor costs and distribution of costs be chartfields.

Input to Process

Detail records from history table.

Output of Process

LDS7012X report printed and retained in INFOPAC.

Service Level Agreement Required? (if yes, provide a brief description)

None.

PeopleSoft Panel Groups being Used

Function	Panel Group
Allows selection of reports in LDS7012X Report.	Pending.

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1:</u> LDS7012X series of reports requested based upon pay period end date, etc. (this can be done for prior SFPs, also).	Agency
<u>Step 2:</u> The appropriate records are selected, and then (by accessing system trees) summarized to be included in recap at the end of the report.	Centralized
<u>Step 3:</u> Send report to designated printer for hard copy printout and INFOPAC for storage.	Centralized
<u>Step 4:</u>	
<u>Step 5:</u> .	

Forms Used with Process (#)

Process Flow Diagram (if appropriate):

Pending screen print.

Process Signoff

Tested By
Date Tested